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**THE DIRECTOR OF CENTRAL INTELLIGENCE**

WASHINGTON, D. C. 20505

Office of the Director

DCI/IC 74-0544  
11 February 1974

MEMORANDUM FOR: Director of Intelligence and Research, State  
Attention: Mr. David Mark

Deputy Director for Intelligence, CIA  
Attention: Mr. Richard Lehman

Deputy Director for Intelligence, DIA

SUBJECT: Proposed Agenda for First Meeting of  
Committee on Daily and Weekly National  
Products

1. At the USIB meeting of 31 January 1974, a decision was reached to establish a committee, chaired by the Intelligence Community Staff, to work out management and production procedures related to a National Intelligence Bulletin (NIB) and to weekly national intelligence products. I have designated [redacted] [redacted], Director, Product Review Group (PRG), of this staff, as the Chairman of this committee.

2. I believe that the initial meeting convened by [redacted] should agree on an agenda and establish general guidelines for the pursuit of our objectives, as delineated by USIB. I also think that the [redacted] committee should set up a working subcommittee, also chaired by PRG, to proceed with a detailed investigation of the problem and to draft a proposal concerning the NIB (and perhaps weekly products as well) for the DCI and USIB.

3. We invite you to attend the first meeting of the [redacted] committee on 15 February, at 1515 hours, in Room 6E04. If you are unable to come, we ask that you please be represented by your senior deputy or deputies. You may wish to be accompanied in addition by the officer you wish to assign to the working subcommittee.

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4. The attached list of questions is an initial effort to define the problems likely to be faced by the working committee. During the first meeting, in fact, we hope to obtain agreement on these questions--modified as appropriate--as a sort of Terms of Reference for the working committee. I thank you for your cooperation.

*1/1*

Daniel O. Graham  
Major General, USA  
Deputy to the DCI for the  
Intelligence Community

Attachment  
List of questions

Distribution:  
1 ea to addressees  
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INTELLIGENCE COMMUNITY STAFF PROPOSED AGENDA

Issues Related to Publication of a Daily National Intelligence Product

1. Under whose aegis should this product be produced?
2. What will be the scope and content of this product? Will its format be much the same as the current CIB? Differ? If different, in what way(s)?
3. How will original articles by the individual agencies be submitted?
4. How will the dissenting views of agencies be incorporated into this product?
5. Regarding the production of national products in general, and daily products in particular, what sort of production staff will these serial national products require?
  - a. Small, permanent inter-agency staff?
  - b. No staff, with production being handled through one of the existing individual agency staffs on a permanent basis? rotating basis?
  - c. Small inter-agency staff but with bulk of work accomplished by liaison rather than a permanent staff.
6. Where will the offices of national products be physically established? single location? rotating location?

7. What physical publication facility will be used for the production of national products?
8. Who will be charged with the daily management responsibility for this national intelligence product? one agency on a permanent basis? rotating chairmanship? a new element of the DCI's staff?
9. What are the problems associated with day-to-day production?
  - a. How and by what means will the determination be made as to what will be included in the next day's product?
  - b. Where there is multi-agency interest in a topic, who will decide which agency will be the lead agency in preparing the draft of the article?
  - c. How should alternative analytical pieces on the same subject be handled (not differing views, but differing emphasis, i.e. a political vs. military slant on a subject)?
  - d. How will substantive and editorial review of articles be handled? How will dissent be incorporated into the review process? Board or panel? LDX and telephone?
  - e. Will the editor(s) of the daily product be empowered to direct an agency to prepare an item? withhold from publication an item?

- f. With whom will the editor(s) of the daily product deal in matters relating to coordination and resolution of problems? Single point of contact within each agency? Individual area offices?
- g. Late-breaking items have always presented coordination problems. How can this be better handled to insure total community involvement particularly between 2000 and 0500 daily?